

# Office Memorandum • UNITED STATES GOVERNMENT

TO : Acting Chief, Intelligence School

FROM : Acting Chief, Administrative Training

SUBJECT: Course Data for IBM Record Cards.

DATE: 18 February 1957

1. Field Administrative Course apparently started in 1947; the earliest record which can be located now shows that FAC #13 ran in April 1948 and that the course ran "once a month." The last running was #22 during the early part of 1949. It was apparently a predecessor of the Administrative Course (now Administrative Procedures). Administrative Course #1 started in July 1949. The name was changed to Administrative Procedures with running #57 in November 1954. The numbers continued in sequence in spite of the name change. Administrative Procedures #71 is now in progress.
2. Staff Indoctrination Course #1 was run in December 1950 and continued through #46 in April 1953.
3. Administrative Support Course #1 started in June 1953. The name was changed to Operations Support with running #12 in November 1954, and continued in numerical sequence in spite of the name change. Operations Support #24 was completed 1 February 1957.

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## CONFIDENTIAL

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